



February 3, 2012



DONUTS!!!!

It was time for me to pay-up this week to our **2nd place winners of the holiday door decorating contest**. We presented donuts to the **Planning and Sustainability Department** and to the **MIT department**. A fun time was had by all. We'll be having pizza soon with the 1st place winners, the **Water Department**.



It's time to **toss expired and non-permanent City records**! Cintas, our contracted vendor for paper shredding and file destruction, will be on-site at City Hall February 15th. Directors should assign a point-person in your department to take the lead at identifying, gathering, and holding records to be purged, and forward their name to **Lanaii Benne**. Your department's designee will coordinate with **Brad Wilson** and Lanaii on February 15th to identify the records that Cintas will be removing from the premises. If you have records at the Five-Points storage area, please note we will be purging from that location as well sometime that day. Records should be purged according to the records retention guide (pdf attached and also on *Inside the City*). Documents/Files should be boxed, identified and have a certificate of destruction loosely attached to each box. A pdf of the blank certificate is attached to this email. (If you have multiple boxes of the same type record, just one completed certificate per content title is sufficient.) Thanks, and happy shredding!

This past Monday, January 30th and Tuesday, January 31st the **Parks Department** hosted a **C03 Pesticide Certification Class at Eastern Flank Battle Park Hall**. This included a review on Monday and an exam to follow on Tuesday. Both the review/exam was administered by the **TN Department of Agriculture/Regulatory Services**.

Congratulations to the following city employees for passing this difficult exam:

From the Parks Department:

James Bilbo, Landscaping

Todd Snackenber, Arborist

Kevin Lewis, Athletics

Matt Wallace, Athletics

From the Streets Department:

John Carrington, Sr. Landscape Maintenance Worker

TWO WINNERS this week for the Mayor's parking space...but one space winner will be at the **Solid Waste Department! Debbie Baxter** was nominated by **Cathy Burlason**. Cathy said *"Even though we don't work at City Hall and have access to the Mayor's Parking Spot, I want to nominate Debbie Baxter. Debbie is an absolute delight to work with. She takes care of all of us in our department and is always smiling. Debbie is a very professional employee that strives to do an excellent job, no matter the task. Debbie is very knowledgeable in all aspects of our department and strives to make our department the best ! Everyone in our department is fortunate to have someone like Debbie."* The Solid Waste Department is replicating the Mayor's spot at their offices just for Debbie next week. Here at City Hall, the winner is....**Jay Lewis**, nominated by **Brian Wilcox**. Brian said, *"I would like to nominate Jay Lewis, Web Manager and SharePoint Administrator in MIT for the Mayor's parking spot. Jay took the time to let us know when an application we use would be out of service and for how long. This is just one example of Jay's excellent customer service skills. The City of Franklin is lucky to have Jay Lewis on its team."* Jay can begin parking in the Mayor's spot Monday February 6. Please nominate anyone you see doing an excellent job either at City Hall or any of our City locations! **Nominate them at agoodjob@franklinton.gov .**

Our own guitar man, **Tony Malugin from Utility Billing** is going to be performing at Henpeck Village Market – 1268 Lewisburg Pike @ Henpeck Lane – Franklin, Tn. tonight starting at 7:00 till 9:00 or 9:30 according to how much fun folks are having. Tony will be singing and hopefully have several of his country line dance class joining him for a night of country line dancing. Tony will also perform some 50's, 60's & 70's, bluegrass, gospel music but mostly country (new & old).

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Excellence, Innovation, Teamwork, Integrity, Action-Oriented